



LAND DIVISION REQUEST APPLICATION

Land division requests require review and approval by both the Planning Commission and City Council. The Planning Commission will review the request at their meeting and make a recommendation to the City Council, who will then make the final decision. Applicants must provide the City Planner with a copy of the survey for the proposed land division for staff review. This drawing should include any applicable information as required in the City's Lot Division Ordinance. If the property to be divided contains any structures (i.e. home, accessory structure), those structures and setbacks from property lines must be shown on the submitted survey. Applicants are encouraged to discuss their request with City staff prior to submission.

The submission deadline is three (3) weeks prior to the next Planning Commission meeting.

Application Fee: \$100.00

DATE: _____

ADDRESS OF PROPOSED DIVISION: _____

PARCEL NUMBER: _____

APPLICANT NAME: _____

APPLICANT PHONE #: _____

APPLICANT EMAIL: _____

APPLICANTSIGNATURE(S):

**Please note that all affected property owners must sign.

FOR OFFICE USE ONLY

DATE RECEIVED:

SURVEY SUBMITTED:

FEE PAID: